

# **Contract User's Conference**

## **19 October 2004**

# **Agenda**

**0800-0900      Registration**

**0900-1000      Introductions**

**Welcome**

**Contracting Officer Review Key Contract Elements**

**1000-1020      Break**

**1020-1130    Business Processes**

**Placing an Order**

**Financials**

**Task Order Evaluation Process**

**Task Order Administration/Performance Assessment**

**Deliverables, Reporting, and Survey**

**Price History**

**1130-1300    Lunch**

**1300-1415      Performance Based Work Statements**

**Basics**

**Developing Requirements**

**Performance Assessment**

**1415-1430      Break**

**1430-1500      Summary and Close Out**

# Program Manager Overview

- **Welcome**
- **Introductio**
- ***HR*solutions Program Overview**
- **Roll-Out**

# **CONTRACTING MANAGEMENT**

**Contracting Office  
Defense Contracting Command - Washington**

# **BUSINESS PROCESSES**

# Major Operational Changes

- PBSA
  - Short Intro After Lunch
- COMPETITION
  - Best Value (tradeoffs method)
  - Customer Participation/Input
  - Sustained Competition
  - Project Information for Contractors & Expiring TO List
- CONTRACT TYPE (FFP, CPFF,T&M)
- MONTHLY REPORTING
  - Cost/Price & LOE
  - Performance Assessment

# Processes

- Placing An Order Bill Upham
- MIPRs Janice Atkinson-Crudup
- Task Order Evaluation Julie Withers
- Admin & Performance Assessment Mackinson/Rockey
- Deliverables, Reporting & Survey Julie Withers
- Price History Bill Upham

# **PLACING AN ORDER**



# Steps to Placing an Order

**STEP 1:** You call *HRsolutions* at (703) 602-2773 to discuss your HR needs, or reach them thru the *HRsolutions* website.

**STEP 2:** You e-mail *HRsolutions* with outline of draft requirements.

**STEP 3:** *HRsolutions* will finalize the requirements document (identify scope, background, tasks, security requirements, travel, etc.) for your approval.

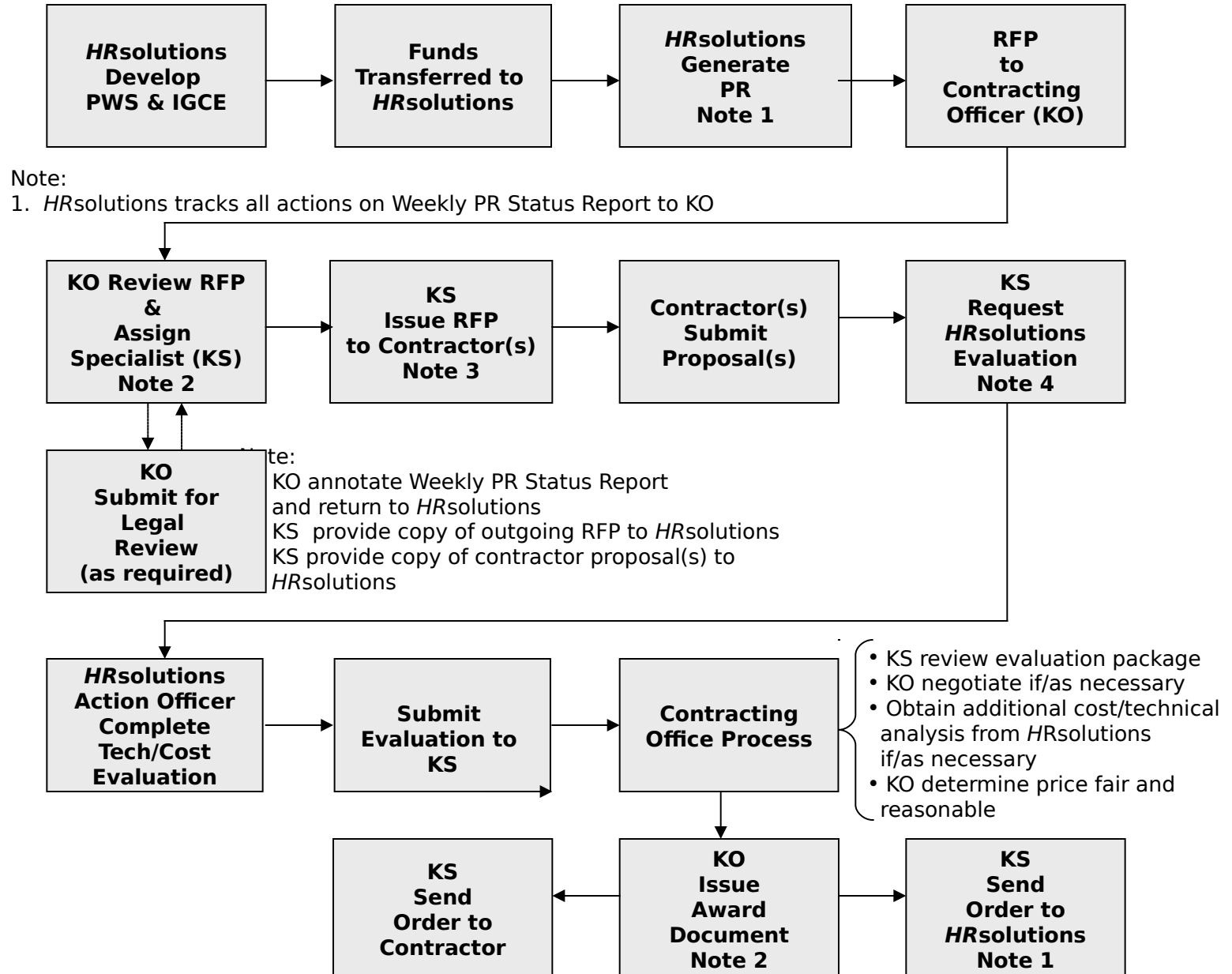
**STEP 4:** *HRsolutions* will develop the Independent Government Cost Estimate for your approval.

**STEP 5:** You will transfer the funds to *HRsolutions*.

**STEP 6:** Once funds are received, *HRsolutions* will prepare the RFP (request for proposal package) for submission to the contracting office.

**STEP 7:** The work is competed between the prime contractors so the RFP is sent to them requesting their technical and cost proposals.

# HRsolutions Task Order Processing



# **MILITARY INTERDEPARTMENT PURCHASE REQUEST (MIPR)**

# Military Interdepartmental Purchase Request

HRsolutions Information

Your Agency Information

Contract Number determined by  
HRsolutions

Task Order estimate. Based on  
PWS and time. Provided by  
HRsolutions

Necessary to coordinate MIPR  
with Task Order requirements.

Necessary to coordinate with  
HRsolutions budget POC for  
any questions with the MIPR.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						PAGE 1 OF 1 PAGES	
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER	
7. TO: Assistant Secretary of the Army (Manpower & Reserve Affairs) HRsolutions (ATTN: Janice Crudup) 1550 Crystal Drive Crystal Square 2, Suite 1001A Arlington, Virginia 22202-4102				8. FROM: (Agency, name, telephone number of originator)			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.							
ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.)	QTY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f		
Provide HR Services through the HRsolutions Contract							
Contract : _____							
Task Order: TBD							
Period of Performance: TBD							
Funding Amount							
Contract: \$ _____							
Admin Fee: \$ _____							
Total: \$ _____							
Functional POC: Name: _____ Title: _____							
Phone: _____ Fax: _____							
Finance POC: Name: _____							
Phone: _____ Fax: _____							
HRsolutions POC: Name: _____							
Phone: _____ Fax: _____							
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Use if FOB Contractor's plant)				13. MAIL INVOICES TO (Payment will be made by)			
PAY OFFICE DODAAD							
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.							
ACCN	APPROPRIATION	UNIT SUPPL	SUPPLEMENTAL ACCOUNTING CLASSIFICATION		ACCTG STA DODAAD	AMOUNT	
15. AUTHORIZING OFFICER (Type name and title)				16. SIGNATURE		17. DATE	

# Acceptance of Military Interdepartmental Purchase Request

Incoming Military Interdepartmental Purchase Request (DD 448) for *HR*solutions contracts will have contract dollars and administrative dollars annotated on the MIPR separately.

Contract dollars are processed as direct funds and placed directly on the Task Order. These funds are annotated on acceptance document DD 448-2 as Category II.

Administrative fees are processed as reimbursable funds. These funds are annotated on acceptance document DD 448-2 as Category I.

***Only*** Non-DOD agencies contract and administrative fees will be processed totally as reimbursable funds MIPRs. This is contingent upon acceptance of an Department of Army approved Inter-Agency agreement.

All MIPRs (DD 448) will come directly to *HR*solutions management office before being forwarded to M&RA Budget Office

Acceptance of MIPR is made by the M&RA Budget Office (performing activity) through the use of DD Form 448-2. *HR*solutions will generate all acceptance documents when the requesting agency does not comply with the format.

M&RA Budget Office will forward all signed acceptance documents to *HR*solutions. *HR*solutions will be responsible for forwarding these documents back to the customer.

*HR*solutions will forward signed 448-2 to the designated customer after annotation of acceptance in fund acceptance records.

Final copy of the awarded Task Order will be forwarded (electronically) to the requesting agency's Functional and

# Processing “In-House” Funding Documents

G-1 and M&RA customers (MIPR use excluded) will have their accounting information processed by permission on a memorandum with an authorizing signature and will be accepted as direct funds.

Administrative fees for these customers shall be accepted as a FAD and processed by the G-1 Budget Analyst.

All accepted funds will utilize the HRsolutions DODACC for submission of the fund cite into eDARTS. *HRsolutions* will be the initiator for the electronic 1262.

A signed copy of the funding letter, FAD (for administrative fee), and copy of the completed 1262 will be filed with *HRsolutions* funding documents.

# Deobligations

Deobligations will be administered only after they have been coordinated by *HRsolutions*, the vendor, and DFAS.

Despite the amount showing in various databases, Cost Reimbursement contracts such as the current *HRsolutions* contract all utilize interim "billing rates" for placing task orders, and subsequently require the Government to determine "final indirect cost rates" in accordance with Federal Acquisition Regulation (FAR) 42.705 on an annual basis. Once the Government has determined the final rates, the contractor has 120 days (unless extended by the Contracting Officer) in which to prepare and submit revised invoices.

Once the residual amount has been determined, the requiring agency will generate an amended MIPR. *HRsolutions* will ensure the amended MIPR is processed and accepted.

A request will be generated by *HRsolutions* to instruct the contracting officer to "deobligate" unliquidated funds from the task order.

The modified task order will be sent electronically to the Finance and Functional POCs of the requiring agency.



# **TASK ORDER EVALUATION**

# Evaluation Process

- DCC-W forwards technical and cost proposals to *HR*solutions.
- *HR*solutions notifies customer proposals have been received and invites their participation in evaluation process.
- *HR*solutions evaluates the proposals using criteria such as

# Sample Evaluation Criteria

- Understanding of the Task
- Methodology for Performing the Task
- Key Personnel
- Past Performance
- Cost (T&M, CPFF, FFP)
  - Labor (prime & subcontractor)
  - ODCs (travel, training, equipment)

# **ADMINISTRATION AND PERFORMANCE ASSESSMENT**

# **Admin & Performance Assessment**

- Incremental Funding
- Options
- Other Modifications
- “Earned Value Management”
  - Cost
  - Level of Effort (Hrs)
  - Objectives/Milestones

# **Administration and Performance Assessment**

- Contractor Site Plan for Procedures
- Management Oversight Plan
  - Metrics in Quality/Business/Financial
  - Reporting
  - Customer Surveys Results Quarterly
- Continuous Assessment
  - Monthly Reports
  - Joint Reviews

# **DELIVERABLES REPORTING AND SURVEYS**

# Deliverables & Reporting

- Deliverables are determined in the PWS development process.
  - Discretionary based on project work and goals
  - Milestone documentation
  - Measurement tool
- Monthly reports are required by the *HR*solutions contracts for each task order.
  - Management tool
  - Audit trail



# Example 1

Subject: Monthly Program Manager Activity Report for Project Name and Task Order #, Reporting Period Month and Year

## 1. Summary of Operations

Contract employees conducted pre-deployment briefings, FRG Leader Workshops, the monthly FRG leader luncheon with commanders and FRG leaders and participated in two SRPs. The Soldier and Family Assistance Center continued to provide services to OIF and EIF soldiers and their families. Mobilization and Deployment personnel also conducted briefings for civilian agencies interested in supporting the Soldier and Family Assistance Center.

## 2. Discussion.

None

## 3. Financial Summary

All amounts are rounded to the nearest dollar. Thus, some differences due to rounding may occur.

### a. Monthly Cost Data

(1)	Funds remaining at the end of July	\$24,907
(2)	Funding received during August	\$ 0
(3)	Total funds available for operations	\$24,907
(4)	August contracting costs	\$11,630
(5)	Funds remaining at the end of August	\$13,278

### b. Cumulative Budget Data

(1)	Installation Name & project title, TO#	\$94,851
(2)	TO # funding received	\$94,851
(3)	TO # costs incurred	\$81,573

# Example 2

## 1. Summary

In August, Well-Being activities consisted of implementing corporate assessments in the 1<sup>st</sup> Training Brigade, Victory Brigade and the DOD Polygraph Institute; briefing the new Hospital and Dental Activity Commanders to familiarize them with the corporate assessment concept and discussing the results of the Dental customer service assessments; conducting the initial Retention Assessment with separating Soldiers from Victory Brigade; gathering issues for the 4<sup>th</sup> Quarter Community FIRST initiative; and conducting a focus group with Army Installation Name civilian employees. Finally, the Well-Being Coordinator conducted the monthly briefing for newly assigned Soldiers, attended the weekly Garrison Leader meetings, and performed ICE administrator duties.

## 2. Discussion

On 4 August 2004, Contractor personnel conducted a Well-Being briefing to Soldiers and family members in attendance at the Newcomers Orientation. Areas covered were the ICE system (their avenue to submit individual feedback for services provided at installation level) and the Community FIRST program (their source to submit issues of concern that cannot be handled by the ICE system).

On 5 August 2004, the Contractor personnel Well-Being Coordinator briefed the Retiree Council on conducting a focus group with Retirees for this quarter Community FIRST initiative. The council decided they would like to discuss this with their constituents prior to committing. [They also asked the Well-Being Coordinator and Deputy Garrison Commander to brief several Retiree groups.](#)

On 6 August 2004, the Contractor personnel Well-Being Coordinator met with the Army Installation Name Webmaster to discuss the automation of the corporate assessment results and the use of automation to conduct functional assessments. The meeting concluded with a recommendation to submit an ITR allowing the DOIM to evaluate the requirements.

On 11 August 2004, the Contractor personnel WB Coordinator conducted a corporate assessment briefing with the newly assigned Hospital and Dental Activity Commanders. The goal is to have their organizations participate in the assessment process. Both were very receptive to being included in the assessments. The WB Coordinator also briefed the DENTAC Commander on the results of the Dental Activity customer service assessment conducted in July. The Dental Activity received very high ratings across all areas of customer service.

# **PRICE HISTORY**

**ATTACHMENT J.5  
MONTHLY FINANCIAL AND STATUS REPORTS**

The following is a template and example of pricing for a report required for all Task Orders except those on a Firm Fixed Price basis:

Task Order # -

**Total Funded Budget**

<b>Task Order Price/Est'd Amt</b>	<b>\$2,000,000.00</b>
<b>Less: Total Funding Received To Date</b>	<b>\$1,000,000.00</b>
<b>Equals: Unfunded Budget</b>	<b>\$1,000,000.00</b>

**Current Funding**

<b>Unexpended Funds at Start of Month</b>	<b>\$100,000.00</b>
<b>Plus: New Funding Received</b>	<b>\$50,000.00</b>
<b>Equals: Total Funding Available</b>	<b>\$150,000.00</b>
<b>Less: Charges for Current Month</b>	<b>\$90,000.00</b>
<b>Equals: Funds Remaining</b>	<b>\$60,000.00</b>

**Hours Charged to the Contract**

**Current Month**

**Cumulative**

<b>Program Staff</b>	<b>151.0</b>	<b>1,510.0</b>
<b>Project Manager</b>	<b>146.0</b>	<b>1,460.0</b>
<b>Analyst</b>	<b>188.0</b>	<b>1,880.0</b>
<b>Financial Analyst</b>	<b>121.0</b>	<b>1,210.0</b>
<b>Administrative Assistant</b>	<b>164.0</b>	<b>1,640.0</b>
<b>Counselor</b>	<b>465.0</b>	<b>4,650.0</b>
<b>Total Hours</b>	<b>1,235.0</b>	<b>12,350.0</b>

**Charges**

**Current Month**

**Cumulative**

<b>Labor</b>		
<b>Analyst</b>	<b>\$35,000.00</b>	<b>\$350,000.00</b>
<b>Administrative Assistant</b>	<b>\$17,000.00</b>	<b>\$170,000.00</b>
<b>Counselor</b>	<b>\$23,000.00</b>	<b>\$230,000.00</b>
<b>Travel Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Direct Costs</b>	<b>\$15,000.00</b>	<b>\$150,000.00</b>
<b>Total</b>	<b>\$90,000.00</b>	<b>\$900,000.00</b>

# EXAMPLE Task Order

## POP: 11 December 2003 through 10 December 2004

Month/Year	Estimate	Funding	Expenditures	Balance	Invoiced
Dec 03	\$ 752,980.86	\$ 245,098.04	\$ 32,816.00	\$ 212,282.04	\$ 32,815.31
Jan 04			\$ 47,600.00	\$ 164,682.04	\$ 47,716.02
Feb 04			\$ 49,261.00	\$ 115,421.04	\$ 49,378.75
Mar 04		\$ 493,118.49	\$ 83,362.00	\$ 525,177.53	\$ 83,561.98
Apr 04			\$ 63,258.00	\$ 461,919.53	\$ 63,432.01
May 04			\$ 70,998.00	\$ 390,921.53	\$ 71,134.56
Jun 04			\$ 77,233.00	\$ 313,688.53	\$ 76,372.82
Jul 04			\$ 57,989.00	\$ 255,699.53	\$ 57,960.60
Aug 04		\$ 14,764.33	\$ 59,078.00	\$ 196,621.53	\$ 59,049.77
Sep 04					
Oct 04					
Nov 04					
Dec 04					
	\$ 752,980.86	\$ 752,980.86	\$ 541,595.00	\$ 211,385.86	\$ 541,421.82

Current Avg. Monthly  
Burn Rate

\$ 61,896.57

\$ 201,163.86

\$ 10,222.00

Potential Balance

**EXAMPLE**